

**MACRAO EXECUTIVE COMMITTEE**  
**Friday, March 23, 2007**  
**Walsh College, Troy**

**Present:** Sue Deel, Paula Dykstra, Sedgwick Harris, Karen Hutslar, Dorene Root, Vickie Scavone, Howard Shanken, Mark Ulseth, Duff Zube.

**Call to Order:** Paula Dykstra called the meeting to order at 10:06 a.m. Approval of the minutes from January 19, 2007 was moved by Karen Hutslar and seconded by Howard Shanken. The minutes were approved.

**Treasurer's Report:** Duff Zube presented the treasurer's report. There have been some registration fees collected for the fall 2006 conference and also some membership dues. Funds available after receipt of these fees and dues is \$69,117.84. The final balance after disbursements and as of March 21, 2007 is \$62,654.04.

**President's Report:** Paula Dykstra distributed a phone tree. There was quick discussion regarding whether or not we should change the content of our website regarding college day/night. It was decided that no change is necessary. Paula is forwarding to Howard any inquiries from vendors, etc.

**President Elect Report:** Howard Shanken distributed a draft of the sessions for the fall conference. He noted that he has received many requests from vendors to do sessions. Paula suggested he think about letting one vendor per session time present. Howard would like vendors to sponsor a meal or something to hook them. He hopes to have someone from California there to present on Proposal 2 – hopefully as a plenary session so all could attend. There will be an AACRAO representative also with an update from Washington.

Howard gave a brief review of the conference including:

- Wednesday will have the roundtable discussions plus dinner;
- Dessert Wednesday will be at the Ford Museum;
- Thursday will have all three meals plus sessions, but no big entertainment planned; a night on the town is available;
- Many interesting sessions have been offered by committees.

There was a discussion about the cost of registration. The original suggestion was \$195 per person since the cost of some of the sessions would be that much if attended outside of the conference. Approximately 80% of the amount of registration goes to food costs. Since there is money in the bank, it was decided that \$185 per person is what will be charged. Sedgwick raised concern that if the conference is too costly then institutions may not allow more than one or two representatives to attend. Howard noted that there will be a deficit if \$185 is charged.

So far four vendors have offered to pay for breaks. Howard is hoping for 330 attendees. Last time the conference was in Grand Rapids over 300 attended. It was noted that the cost for the reception for the past presidents could be lowered since it occurs right before dinner.

Company Credentials will take the registrations via the web. Access to registration will be through the MACRAO website and linked to the company. They take the first \$250 in exchange for their vendor fee and then we will pay any credit card fees above that amount. Checks can still be used by sending to the home school. The contract with this company is for five years but can be broken by either side within 180 days. There will be no one-day registrations and no pre-conference workshops. Howard hopes to keep it simple but intense with something for the newer members and seasoned members both.

**Vice-President Report:** Karen Hutslar reported that the next meeting for the Great Lakes Conference is in June. The logo is being updated by Sedgwick. He doesn't want the old logo to bring back bad memories from the last tri-state conference. The deadline by which the new logo is needed is June 1<sup>st</sup>. Illinois declined to be part of the conference so it will still be a tri-state conference including Ohio, Michigan and Indiana. Pre-conference workshops are being offered beginning Wednesday morning.

Karen said the articulation committee is doing a lot of work for students and were told to use the website rather than publishing brochures. Can there be a student services button added to the website?

It was decided to invite committee chairs to the May EC meeting.

She noted that 75 people have registered for the Registrar's Drive-In this year. The Support Staff Workshop will be held at Oakland Community College in June.

**Past-President's Report:** Sedgwick Harris said he has notified the nominating committee to begin looking for nominations for open positions for this year. Some names have been submitted. He hopes to begin the process earlier this year. The nominating committee members are Scotty McMillan, Carol Taberski, Stacy Stover, Diane Praet and Sedgwick. There was discussion about the names already submitted.

**Historian Report:** Dorene Root reminded the EC that we need to begin thinking about honorary members for the fall conference. She also said she is on the nominating committee for AACRAO and asked for the names of anyone interested in serving on a committee for AACRAO. It was noted that there needs to be more community college involvement in AACRAO.

**Webmaster Report:** Mark Ulseth reported on the MTN. He said that the hardware has been delivered to MSU so in four to six weeks we will have our own server. Alpha schools are Macomb, MSU, Oakland Univ., and a private school to be named. Calvin was on board, but opted out after losing a staff member. The process has been a smooth one so far.

Mark gave a demonstration of the system. He noted that it is 100% home school driven. Help and FAQs will be filled in as questions arise. Batch downloading can be done or manual entry. In Phase II an electronic file can be created to upload into the system. He emphasized that it's totally up to the schools to be sure the data is put in correctly. This is all in real time too – no historic data will exist. Mark explained how data can be put into the system. He noted that he has begun writing instructions. Users can link to the site from the MACRAO website or they can go to MTN .org directly.

It was suggested that there could be a press conference at the fall conference to unveil the system. It could be billed as “MACRAO Responds...” but there would need to be a critical mass using the system by then. Concern was expressed that vendors such as Docufied and EDU are sending documents to institution presidents and we don't want to get stuck with a conflicting system. This should be presented at conferences such as NACADA, MACAC, etc. It could also be nominated for an Ockerman Award. When it's time Mark will notify the beta sites to let them know it's available. He noted that once the address goes public the site is essentially live.

There was discussion about an MTN coordinator position which could be a paid position. The discussion included:

- talk about consultants;
- whether or not a consultant should be paid;
- how a fee structure could be created;
- should there be a cap on the fee;
- could MACRAO members be used for this;
- how much expertise would be needed;
- could I.T. people be used instead of a consultant;
- a consultant could be used for additional help beyond I.T. folks;
- it would be good to have consultants from different software backgrounds;

**Newsletter Editor:** Melinda was not present but it was reported that the final draft of the newsletter will go out shortly. Feedback should be sent to Melinda. She is excited to begin the e-newsletter this summer.

**Directory Editor:** Vickie reported that she received no requests for membership in the past month. She reported on schools who had not paid dues in 2006 and one that paid 2006 dues but not 2005. The Executive Committee supported the suggestion that, after two years of no contact or dues paid, an institution will be taken off the list of members.

Paula said she would contact institutional representatives to update the directory.

The meeting then adjourned for lunch (12:15).

The Executive Committee reconvened at 12:55 for a review of the By-Laws and Constitution. There were no changes to Articles I, II or III in the Constitution. In Article IV there is no change to section 1. Section 2 should include the Directory Editor and the

Web Editor (formerly webmaster). There was discussion about adding a member-at-large. Discussion included the following points:

- Rather than adding a member-at-large, the committee chairs could be invited to the EC meetings. This would help with the perception that the EC meetings are closed;
- Since we have to have open meetings, the agenda could be posted ahead of time;
- Since committee chairs/members are approved by the EC, the meetings are still essentially “closed”;
- Could have open floor time for persons attending;
- Logistics could be a problem (how many may show up, will there be enough space, etc.);
- AACRAO requires an RSVP so they are sure to be in a room that would accommodate the number of people wishing to attend;
- There could be a comment time at the beginning and end of each meeting;
- There would need to be contested elections rather than the nominating committee and EC picking who will be put on the “ballot” for elections each fall. The problem with that is we are usually persuading folks to serve – members are not lining up waiting for their turn;
- If elections were contested, would members put themselves out there knowing they could be defeated?
- We could survey the membership and find out what they want;
- EC has four positions that don’t turn over. We can’t do that on committees – no real rules to cover that;
- How do we address the person who wants to be on EC in a non-rotating position?
- We only find ourselves in this position because one committee was unhappy.

Sedgwick believes we need to know what our members need. The membership is changing and we don’t know what folks need and want. Karen agreed and sited worries with the Admissions Practices committee. There is concern that Admissions folks are migrating to MACAC. We need to keep folks here. We need to continuously build up the younger, newer members to keep them interested and meet their needs.

The member-at-large issue was tabled. A member survey will be on the next agenda. Sedgwick will get a copy of a survey used by MACAC. There was a suggestion to bring old leaders back for an ad hoc committee to discuss this.

Two points were mentioned: 1) We don’t have a strategic plan and 2) the survey needs to be worded in such a way that we get useful answers. We could use a focus group to help develop the instrument. Also, an unbiased, outside person could be useful. We need input from the four quadrants of the state. We could post a time, day, etc. for a focus group meeting and have an outside person there to help with the process. Some concerns and discussion points included:

- Concern over how many would show up to the focus group discussions;
- Could we work this into the fall conference?
- Could we use a seasoned and a new member to facilitate?

- Could be billed as “come early, give your opinion”;
- Could use a past president such as Tori;
- We don’t want this to turn into a body of politics when folks came for professional development;
- Could start by inviting committee chairs in May;
- Could then hold an open meeting.

It was determined that a survey would be a good place to start. Sedgwick will lead this initiative with the goal of having something on the web by July 1<sup>st</sup>. The EC will review the survey before it is posted.

Depending on the results of the survey, we could then pursue input from individuals at the fall conference. It could be a session to discuss the survey results. Howard will follow-up on this. Karen will invite the committee chairs to the May meeting at CMU Lansing.

Returning to the Constitution review (changes, additions in italics) there were no changes to Article V or to Article VI.

The review of the By-Laws then began. There were no changes to Article I, Section 1. Section 2 addresses membership fees. It was determined that there may need to be changes made to this section, but it would be best to begin with a conversation and pursue changes later. This will be reviewed again next year.

Sections 3 and 4 had no changes. Vickie will write some new wording for section 5 which speaks to membership dues which are in arrears. Section 6 had no changes.

Article II – no changes.

Article III: Section 1 – no changes.

Section 2 – no changes; one addition – add “*The president shall become the past president at the end of his/her term.*”

Section 3 – no changes.

Section 4 – amend the first line to read “The vice-president shall be officially responsible for MACRAO membership *and shall serve as liaison to MACRAO committees.*”

Section 5 – change “Annual Meeting” to “Annual *Business* Meeting.”

Section 6 – no change.

Section 7 – add the word “office” to the second full sentence in this section.

It will read, in part, “Any individual appointed to an unexpired term of an elective *office* shall be...”

Section 8 – no change.

Sections 9 and 10 will be modified only so there is consistent language between the two.

Sections 11 and 12 – no changes.

Section 13 will be renumbered to number 7 and the rest of the sections renumbered accordingly. There needs to be some clarification with the

AACRAO By-Laws and Constitution for this section.

Section 14 – no change.

Article IV: Section 1, paragraph 1. Vickie will update the committee names.

Paragraph 2 – no change.

Paragraph 3 – discussion about fairness of appointments to positions. Perhaps we need to be clear at the annual meeting who is ending a term on a committee. At some point in time this may have been forgotten. Howard sees the committee members and the non-elected officers as two different areas – the spirit of committee membership is that membership will rotate giving organization members a chance to learn, grow, be involved, etc. The other group (non-elected officers) has tasks to complete. There was a proposal to leave the wording as it is in this paragraph but to continue the conversation about how the EC and the president will handle this at the annual meeting. The minutes of the annual business meeting should reflect that terms have expired and that non-elected members of EC have been reappointed, etc. Section 2: Change “Annual Meeting” to “Annual *Business Meeting*” at the end of the first sentence.

Section 3 – no change.

Article V: Change “Annual Meeting” to “Annual *Business Meeting*” each place it is found (three places) in this article.

Vickie will make all changes to the Constitution and the By-Laws as she has the electronic copy.

**Ad Hoc Committee:** Carol Quigley wants to e-mail legislative information from AACRAO to MACRAO members. She is a liaison between AACRAO and MACRAO regarding legislative matters. The EC approved in January an ad hoc committee – legislative action committee. Should this be changed to a standing committee? They are an information group at this point – they can make institutions aware of what’s going on. They don’t need to take a stand. There was further discussion about whether or not this should become a standing committee, how to let the membership know, etc. Several questions were considered: 1) is this information the responsibility of a current standing committee? 2) this is a hot area now, but will it be in three years or so? 3) there are already too many committees and we have difficulty filling some of them.

It was decided to wait and look at the value-added to the membership over the next year. The ad-hoc committee has a one-year approval so we’ll let that ride for the year and revisit the question next year. This committee chair will be invited to the May EC meeting with the others. It was also suggested that the information Carol is collecting can be included in the newsletter and also distributed by e-mail. There could also be a session at the fall conference if there is sufficient need.

**Adjournment:** The meeting adjourned at 3:10 p.m.

Respectfully submitted,

Sue Deel  
Secretary to MACRAO